NATIONAL LAW UNIVERSITY, TRIPURA

(Established by the Tripura Act No. 3 of 2022)

OFFICE OF THE REGISTRAR

Address: P.O. - Narayanpur Bazar; District- West Tripura; PIN- 799015

Email- registrar@nlutripura.ac.in | Website: www.nlutripura.ac.in

Ref. No.- F1 (4)/NLUT/ESTT/REG/2026-27/ 2832

Date: Nov 26th 2026

NOTICE INVITING QUOTATION (NIQ)

For Providing Printing and Photocopying Services within the University Premises

National Law University, Tripura invites sealed quotations from interested and eligible vendors, service providers, firms and individuals for printing and photocopying service facility within the University premises.

The University shall provide suitable space for the said purpose. The selected bidder shall be responsible for installing and operating the necessary equipment, and providing printing, photocopying and other related services to students, faculty members and staff.

Interested bidders are required to submit their quotations in a sealed cover addressed to **The Registrar (I/C), National Law University, Tripura, P.O. Narayanpur Bazar, District West Tripura, PIN – 799015**, within the stipulated date and time.

The details of the scope of services, terms and conditions, and financial quotation format are provided in **Annexure A and Annexure B**, respectively.

1. **Date of Invitation of Quotation:** November 26, 2026
2. **Last Date and Time of Submission of Quotation:** December 28, 2026, up to 5:00 PM
3. **Date of Opening of Quotations:** December 29, 2026
4. **Contract Period:** One (1) year, extendable for a further period of one (1) year, subject to satisfactory performance and approval of the competent authority.
5. **Allotment of Space and Monthly Rent:** The University shall provide suitable space for operating the printing and photocopying facility. A nominal monthly rent for the allotted space shall be fixed and communicated by the University separately.

The University reserves the right to accept or reject any or all quotations, wholly or partly, without assigning any reason thereof, as deemed appropriate in the interest of the University.

26/11/26

(Dr. Jayanta Dhar)
Registrar (I/C)

Registrar (I/C)
National Law University Tripura
Narsingarh, West Tripura

ANNEXURE A

TERMS AND CONDITIONS:-

1. Allotment and Use of Space

1. The University shall provide suitable space within its premises for operating the printing and photocopying facility.
2. The allotted space shall be used exclusively for the purpose specified in the agreement.
3. The bidder shall not sublet, transfer or permit any other person to use the allotted space without prior written permission from the University.
4. No alteration or installation affecting the University premises shall be undertaken without prior written approval.
5. The University reserves the right to inspect the premises and issue necessary instructions regarding its use.
6. The space shall remain the property of the University, and no ownership, tenancy or other proprietary rights shall accrue to the selected bidder merely by virtue of the allotment.
7. The selected bidder shall vacate the allotted space upon expiry or termination of the agreement, as directed by the University.

2. Monthly Rent and Electricity Charges

1. The monthly rent for the allotted space shall be fixed by the University and communicated to the selected bidder separately.
2. The selected bidder shall pay the prescribed monthly rent within the time and through the mode specified by the University.
3. Electricity charges shall be payable **extra**, over and above the monthly rent, as assessed by the University on the basis of a separate meter, sub-meter or another approved method of calculation.
4. Installation of a separate meter or sub-meter, if required, shall be at the cost of the selected bidder, subject to the University's approval.
5. The bidder shall not make any unauthorised electrical connection or carry out electrical modifications without prior permission from the University.
6. Applicable taxes, if any, shall be borne by the selected bidder in accordance with law.

3. Security Deposit

The selected bidder shall deposit a **refundable Security Deposit of ₹5,000/- (Rupees Five Thousand only)** with the University before commencement of the services and taking possession of the allotted space. The Security Deposit shall be refunded upon termination or expiry of the contract and vacation of the allotted space, subject to adjustment of any outstanding dues, damages to University property or other liabilities, if any, in accordance with the terms and conditions of the agreement.

4. Eligibility and Documents to Be Submitted

Every bidder shall submit self-attested copies of the following documents along with the quotation:

26/11/26

1. Identity proof – Aadhaar Card/Voter ID/Passport.
2. PAN Card.
3. GST registration details, if applicable.
4. Residential proof or registered office/business address proof.
5. GST/Tax Filing Return of Last FY.
6. Details of existing shop/business premises, if any, including registration certificate or other supporting documents.
7. Experience certificate in printing, photocopying or related services, if available.
8. Any other document considered necessary by the University for Verification of the bidder's credentials.

5. Submission of Quotation and Selection Criteria

1. The bidder shall quote the rates for the printing and related services specified in Annexure B.
2. The quotation shall be complete in all respects and duly signed by the bidder.
3. Selection shall be based on the lowest evaluated rates quoted for the prescribed services, subject to fulfilment of the eligibility requirements, reasonableness of the quoted rates and approval of the competent authority.
4. The University reserves the right to seek clarification or additional documents from bidders, if required.
5. The decision of the competent authority regarding selection shall be final, subject to applicable rules.

6. Maintenance and Responsibility

1. The bidder shall bear the cost of procurement, installation, operation and maintenance of all equipment and consumables.
2. The bidder shall be responsible for the safety of their equipment and materials kept within the allotted premises.
3. The bidder shall be liable for any damage to University property caused by the bidder or their employees.
4. The University shall not be responsible for loss, theft or damage to the bidder's equipment, except as may be otherwise provided by applicable law.
5. The bidder shall not engage in any activity that disrupts academic or administrative functioning.
6. The bidder shall make their own arrangements for staff, if required, and ensure that such staff comply with the University's security and administrative instructions.

7. Service Rates and Quality of Services

1. The bidder shall provide services at the rates quoted in Annexure B, subject to approval by the University.
2. The selected bidder shall display the approved rate list prominently at the allotted premises.
3. The bidder shall maintain the quality of printing, photocopying and other services and ensure timely delivery.
4. The bidder shall not charge students, faculty members, staff or other users any amount exceeding the approved rates without prior written approval from the University.

26/11/25

5. The University reserves the right to review the service rates, where necessary, to ensure that the charges remain reasonable.
6. Any complaint regarding overcharging, poor service or misconduct may be examined by the University, and appropriate action may be taken as per the agreement.

8. Contract Period and Termination

1. The contract shall initially remain valid for one (1) year from the date of commencement specified by the University.
2. The contract may be extended for a further period of one (1) year, subject to satisfactory performance and approval of the competent authority.
3. The University may terminate the agreement for unsatisfactory service, non-payment of rent or electricity charges, violation of terms and conditions, or other valid administrative reasons, after following the applicable procedure.
4. The bidder shall not claim compensation for termination or non-extension of the contract, except where otherwise required by law or the agreement.

9. General Conditions

1. The selected bidder shall comply with all safety, security and administrative instructions issued by the University.
2. The bidder shall not use the allotted premises for any purpose other than the authorised services.
3. The University reserves the right to inspect the facility and verify compliance with the terms and conditions at any time.
4. Any dispute arising out of the agreement shall be dealt with in accordance with applicable law and the terms of the agreement executed with the University.
5. The University reserves the right to accept or reject any or all quotations, wholly or partly, without assigning any reason thereof.

26/11/26

Registrar (I/C)
National Law University Tripura
Narsingarh, West Tripura

ANNEXURE B

QUOTATION FORMAT

Quoted Rates for Printing and Related Services.

Sl. No.	Description of Service	Rate (₹) (Per Page)	
		In Figures	In Word
1.	Colour printing A4 Size (75 GSM)		
2.	Black-and-white printing A4 Size (75 GSM)		
3.	Black-and-white printing (Bond Paper/100 GSM)		
4.	Lamination of Document (A4 Size)		
5.	Spiral binding: a. 100 Papers- b. 200 Papers-		

Note:

1. A nominal monthly rent for the allotted space shall be fixed by the University and communicated to the selected bidder separately.
2. Electricity charges shall be payable extra by the selected bidder, as assessed or determined by the University.
3. The rates quoted above shall be inclusive of applicable taxes, if any, unless otherwise specified in the quotation.

Declaration by the Bidder

I/We hereby declare that the information furnished above is true and correct. I/We have read and understood the terms and conditions of the NIQ and agree to abide by them. I/We further agree to pay the monthly rent prescribed by the University and electricity charges separately, in accordance with the terms and conditions stipulated by the University.

Signature of the Bidder

Seal (if applicable)